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|--|-----------------|------------------|
| TRANSMITTAL SLIP | | |
| TO: MFR | | |
| ROOM NO. | BUILDING | |
| REMARKS: | | |
| <p>This memorandum is to be held in abeyance until such time as OMS is consolidated into the new Hqs building.</p> | | |
| FROM: James H. McDonald | | ADDA |
| ROOM NO. | BUILDING | EXTENSION |

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

| ROUTING AND RECORD SHEET | | | | |
|---|-------------|-----------|---------------------------------|--|
| SUBJECT: (Optional) | | | | |
| FROM: <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> EO/DDA | | EXTENSION | NO. | |
| | | | DATE 2 September 1983 | |
| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
| | RECEIVED | FORWARDED | | |
| 1. DDA | 12 SEP 1983 | | <i>[Signature]</i> | <div style="margin-top: 100px;">3. Pls hold for ADDA after DDA has seen.</div> <div style="margin-top: 50px;">1-3 D/oms says they have no problem with this - how about you?</div> <div style="text-align: right; margin-top: 50px;">STAT</div> <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; width: 100px; height: 60px; display: inline-block;"></div> 12 SEP 1983 </div> |
| 2. | | | | |
| 3. ADDA | | | <i>[Signature]</i> | |
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02 SEP 1983

Administrative-Internal Use Only

MEMORANDUM FOR: Harry E. Fitzwater
Deputy Director for Administration

FROM:
Executive Officer to the DDA

SUBJECT: Movement of Safety Staff to the Office of
Medical Services

REFERENCE: Memorandum for the Record, dated 11 Aug 83,
Subject: Management Staff Activities,

STAT

1. Reference recommended that the Safety Staff (SS), currently within the ODDA, would be more appropriately placed organizationally within the Office of Medical Services (OMS). This is because of the similarity of the functions performed, the opportunities for much closer coordination of efforts, and the fact that this adjustment would keep the ODDA in a "lean and mean" posture. OMS could easily absorb the SS since their total positions are only 100 at this time.
 illustrates the current similarities of responsibilities.

STAT
SIAI

2. In accordance with your desire for a game plan to execute this recommendation, we recommend the following:

Week of 6 Sept. 83

DDA informs DDCI and EXDIR of intention and assesses reaction.

Week of 12 Sept. 83.

DDA informs D/OMS of intention and assesses reaction. Logically, the nine full-time positions in the SS argue for its placement within the Environmental Health and Preventive Medicine Officer function. (see attached) Because of the additional function, the D/OMS

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may wish to change OMS's organization, perhaps making the new "function" a line division. Such a change should of course be acceptable to all parties. Subsequent to this, the DDA informs C/SS of intention. The DDA will inform the C/SS that this move will be effective as of 1 Oct. 83. C/SS informs SS personnel.

Week of 19 Sept. 83.

EO/DDA prepares appropriate administrative notices, regulation changes, etc. and coordinates with OIS.

1 Oct. 83.

Adjustment completed from resource point of view on this date.



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DDA/MS:  (2Sept.83)

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Attachment

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